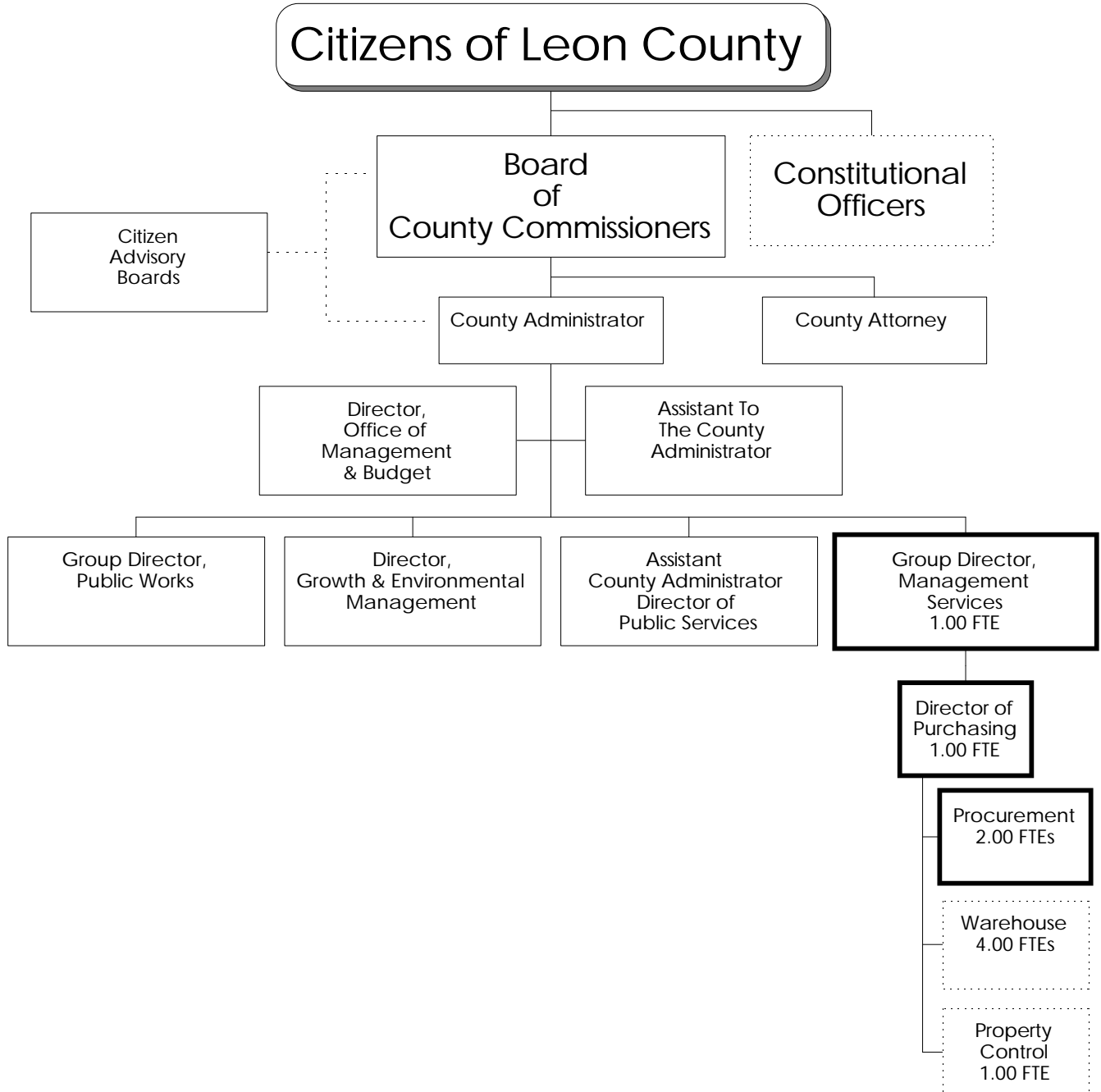


# PURCHASING

## Procurement



# PURCHASING PROCUREMENT

The mission of the Procurement Program is to provide professional procurement services to secure requested services, supplies, and commodities at the specified level of quality at the lowest possible cost through open and fair competition in a timely manner in a customer friendly atmosphere.

## PROGRAM HIGHLIGHTS

1. Implemented Purchasing Card program in FY 2002 with highly successful results and continue close monitoring in future periods.
2. Develop and implement administrative procedures required for implementation and use of local preference policy.
3. Revision of Purchasing Policy and anticipated development of Purchasing Ordinance will require training of County staff and modification of procedures.

## ADVISORY BOARD

None

## SUMMARY OF KEY STATUTORY RESPONSIBILITIES

Leon County Board of County Commissioners Purchasing Policy, revised 1/16/96  
 Minority Business Enterprise Policy, revised 1/16/96  
 Florida Statute, Chapter 255 "Public Property and Publicly Owned Buildings"  
 Florida Statute, Chapter 274 "Tangible Personal Property"  
 Florida Statute, Chapter 287 "Public Procurement"  
 Leon County Purchasing and Local Preference Ordinances

## SUMMARY OF KEY SERVICE FUNCTIONS

1. Review requisitions for compliance with Purchasing Policy.
2. Process purchase orders.
3. Obtain price quotes.
4. Review state contracts for vendor sources and best pricing.
5. Compare state contract pricing to local quotes.
6. Prepare, advertise, and receive bids and Requests For Proposals (RFP's).
7. Coordinate the evaluation processes for bids and RFP's.
8. Assist departments/divisions with technical information, quotes, and purchasing related requests.
9. Draft contracts resulting from bids and RFP's, assist others in contracting procedures.
10. Contract administration/disputes.
11. Coordination of placement and billing of all advertisements - legal, classified, and display - in the Tallahassee Democrat.
12. Marketing research for needed commodities.
13. Maintenance of vendor file.

## PERFORMANCE MEASUREMENTS

	FY 00/01	FY 01/02	FY 02/03	FY 03/04
	Actual	Actual	Estimate	Target
1) To meet or exceed a customer satisfaction level of satisfactory of 85% or higher by survey respondents.	93%	100%	99%	92%
2) Percentage of completed requisitions for purchase orders processed within 2 days of receipt.	98%	100%	98%	98%
3) Percentage of bids/RFP processed within 45 work days of receipt of request.	100%	100%	98%	98%
4) Operate the procurement function at a cost of less than 3% of the dollar volume.	0.79%	0.71%	2.6%	2.6%

FY 2003/2004 THROUGH FY 2007/2008 FINANCIAL & STAFFING SUMMARY

	FY 01/02 Actual	FY 02/03 Adopted	FY 03/04 Budget	FY 04/05 Planned	FY 05/06 Planned	FY 06/07 Planned	FY 07/08 Planned
<u>OPERATING</u>							
Personnel	\$171,972	\$180,529	\$195,540	\$207,072	\$215,422	\$224,236	\$233,549
Operating	17,288	19,911	19,911	19,911	19,911	19,911	19,911
Capital Outlay							
Grants & Aid							
TOTAL	\$189,260	\$200,440	\$215,451	\$226,983	\$235,333	\$244,147	\$253,460
<u>STAFFING</u>							
Full Time	3.00	3.00	3.00	3.00	3.00	3.00	3.00
O.P.S.							

FY 2003/2004 PROGRAM CHANGES & NOTES:

This program is recommended at an increased funding level. These recommendation are:

1. Routine salary and wage adjustments.
2. Reclassification of the Purchasing Agent from paygrade 83 to paygrade 84. \$2,154.

FY 2004/2005 THROUGH FY 2007/2008 PLANNED INITIATIVES & NOTES:

There are no program changes requested in the outyears with the exception of anticipated routine salary and wage adjustments.

## PURCHASING - PROCUREMENT

ACCOUNT NUMBER: 001-140-513

### PROGRAM EXPENDITURE DETAIL

Object		FY 01/02	FY 02/03	FY 03/04 Requested			FY 03/04 Budget		
<u>Code</u>	<u>Account Description</u>	<u>Actual</u>	<u>Adopted</u>	<u>NIT</u>	<u>Change</u>	<u>Total</u>	<u>NIT</u>	<u>Change</u>	<u>ARB</u>
51200	Salaries & Wages	\$130,765	\$135,273	\$141,304	\$1,858	\$143,162	\$141,304	\$1,858	\$143,162
51400	Overtime								
52100	FICA Taxes	9,757	10,369	10,810	142	10,952	10,810	142	10,952
52200	Retirement	8,927	7,879	11,870	138	12,008	11,870	138	12,008
52300	L & H Insurance	20,398	24,870	27,751	10	27,761	27,751	10	27,761
52400	Workers' Comp.	2,125	2,138	1,651	6	1,657	1,651	6	1,657
TOTAL PERSONAL SERVICES		\$171,972	\$180,529	\$193,386	\$2,154	\$195,540	\$193,386	\$2,154	\$195,540
54000	Travel & Per Diem	1,877	3,440	3,440		3,440	3,440		3,440
54100	Communication	1,088	920	920		920	920		920
54200	Postage	1,779	2,500	2,500		2,500	2,500		2,500
54400	Rentals & Leases	2,703	2,916	2,916		2,916	2,916		2,916
54700	Printing & Binding	323	500	500		500	500		500
54900	Other Current Chg.	4,540	4,400	4,400		4,400	4,400		4,400
55100	Office Supplies	886	900	900		900	900		900
55200	Operating Supplies	706	650	650		650	650		650
55400	Bks, Pubs, & Memb.	1,425	1,435	1,435		1,435	1,435		1,435
55401	Training	1,961	2,250	2,250		2,250	2,250		2,250
TOTAL OPERATING EXPENSES		\$17,288	\$19,911	\$19,911		\$19,911	\$19,911		\$19,911
PROGRAM TOTAL		\$189,260	\$200,440	\$213,297	\$2,154	\$215,451	\$213,297	\$2,154	\$215,451

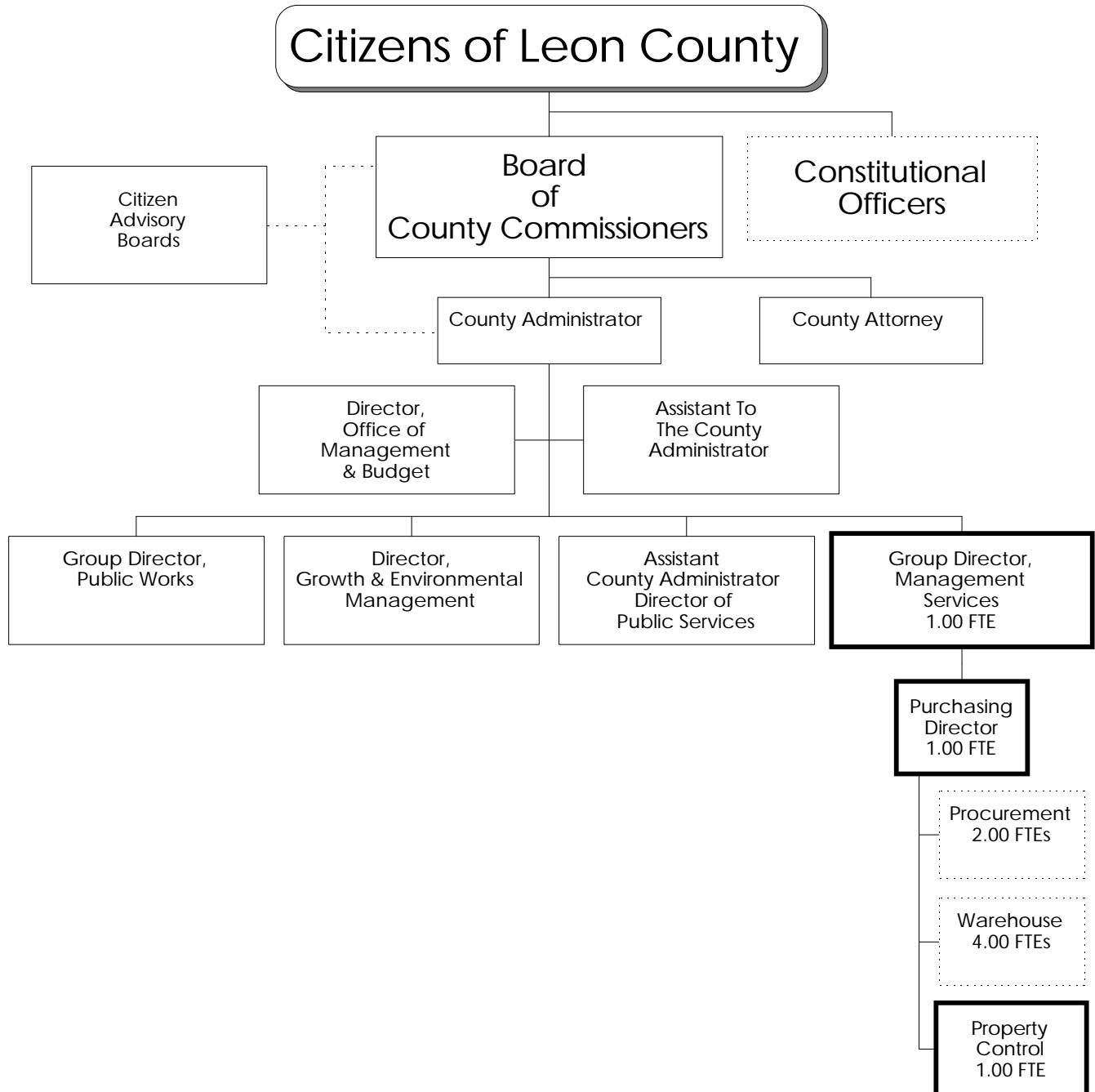
### PROGRAM STAFFING DETAIL

Director of Purchasing	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Purchasing Agent II	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Associate IV	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00	3.00	3.00	3.00

# PURCHASING

## Property Control

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# PURCHASING

## PROPERTY CONTROL

The mission of the Property Control Program is to create and maintain an exemplary records and management control program for the tangible personal property of Leon County.

### PROGRAM HIGHLIGHTS

- 1. Developed innovative computer auctions to sell surplus computers with increased return on units over prior disposal methods.

### ADVISORY BOARD

None

### SUMMARY OF KEY STATUTORY RESPONSIBILITIES

Leon County Board of County Commissioners Tangible Personal Property Policy  
Florida Statute, Chapter 274 "Tangible Personal Property"  
Florida Statute, Chapter 287 "Public Procurement"

### SUMMARY OF KEY SERVICE FUNCTIONS

- 1. Create property control records on all new tangible personal property items.
- 2. Revise property control records to reflect transfers, deletions, and other actions.
- 3. Perform inventory of all tangible personal property.
- 4. Reconcile physical inventory with property control records.
- 5. Provide technical assistance to Property Custodians.
- 6. Update and revise Board tangible personal property policies and procedures.
- 7. Compile annual report of inventory for Board approval.

<u>PERFORMANCE MEASUREMENTS</u>	FY 00/01	FY 01/02	FY 02/03	FY 03/04
	Actual	Actual	Estimate	Target
1) To meet or exceed a customer satisfaction level of satisfactory or higher by 80% of respondents.	93%	95%	98%	92%
2) To decrease the number of items not located in the annual inventory (percentage).	25.7%	20.7%	5%	5%
3) To tag and input into data system 90% of all property within 5 working days of proper notification.	93%	50%	93%	95%
4) To initiate transfer of 90% of property items within 5 working days of receipt of proper forms.	93%	50%	93%	95%

**PURCHASING - PROPERTY CONTROL**

ACCOUNT NUMBER: 001-142-513

**FY 2003/2004 THRU FY 2007/2008 FINANCIAL & STAFFING SUMMARY**

	FY 01/02 Actual	FY 02/03 Adopted	FY 03/04 Budget	FY 04/05 Planned	FY 05/06 Planned	FY 06/07 Planned	FY 07/08 Planned
<b>OPERATING</b>							
Personnel	\$33,455	\$39,964	\$41,979	\$44,676	\$46,822	\$49,112	\$51,560
Operating	4,473	5,025	5,025	5,025	5,025	5,025	5,025
Capital Outlay							
Grants & Aid							
<b>TOTAL</b>	<b>\$37,928</b>	<b>\$44,989</b>	<b>\$47,004</b>	<b>\$49,701</b>	<b>\$51,847</b>	<b>\$54,137</b>	<b>\$56,585</b>
<b>STAFFING</b>							
Full Time	1.00	1.00	1.00	1.00	1.00	1.00	1.00
O.P.S.							

**FY 2003/2004 PROGRAM CHANGES & NOTES:**

This program is recommended at an increased funding level. These recommendation are:

1. Routine salary and wage adjustments.

**FY 2004/2005 THRU FY 2007/2008 PLANNED INITIATIVES & NOTES:**

There are no program changes requested in the outyears with the exception of anticipated routine salary and wage adjustments.

## PURCHASING - PROPERTY CONTROL

ACCOUNT NUMBER: 001-142-513

### PROGRAM EXPENDITURE DETAIL

Object		FY 01/02	FY 02/03	FY 03/04 Requested			FY 03/04 Budget		
<u>Code</u>	<u>Account Description</u>	<u>Actual</u>	<u>Adopted</u>	<u>NIT</u>	<u>Change</u>	<u>Total</u>	<u>NIT</u>	<u>Change</u>	<u>ARB</u>
51200	Salaries & Wages	\$25,432	\$29,538	\$27,082		\$27,082	\$27,082		\$27,082
52100	FICA Taxes	1,915	2,259	2,072		2,072	2,072		2,072
52200	Retirement	1,763	1,701	2,275		2,275	2,275		2,275
52300	L & H Insurance	4,258	6,348	10,461		10,461	10,461		10,461
52400	Workers' Comp.	87	118	89		89	89		89
TOTAL PERSONAL SERVICES		\$33,455	\$39,964	\$41,979		\$41,979	\$41,979		\$41,979
54500	Insurance	504	504	504		504	504		504
54600	Repair & Maint.	1,524	1,975	1,975		1,975	1,975		1,975
54601	Vehicle Repair & Mtc.	279	500	500		500	500		500
54700	Printing & Binding	296	300	300		300	300		300
55100	Office Supplies	91	100	100		100	100		100
55200	Operating Supplies	1,654	1,296	1,296		1,296	1,296		1,296
55210	Fuel & Oil	125	350	350		350	350		350
TOTAL OPERATING EXPENSES		\$4,473	\$5,025	\$5,025		\$5,025	\$5,025		\$5,025
PROGRAM TOTAL		\$37,928	\$44,989	\$47,004		\$47,004	\$47,004		\$47,004

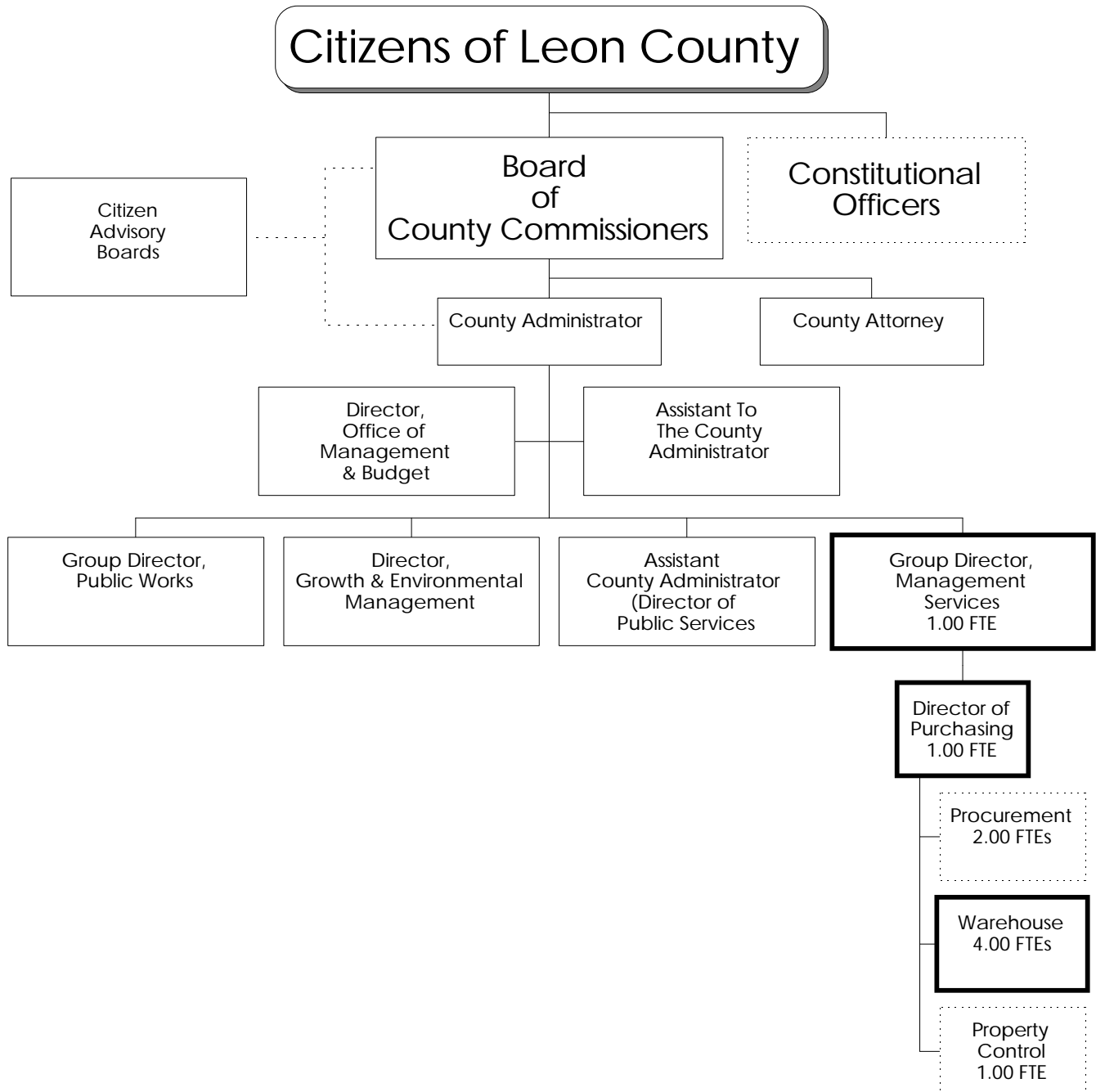
### PROGRAM STAFFING DETAIL

Property Control Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00	1.00	1.00



# PURCHASING

## Warehouse



# PURCHASING WAREHOUSE

The mission of the Warehouse Program is to procure, stock, and issue high turnover type items to facilitate work routines of County departments without delay through purchase at wholesale or through contract pricing and to provide delivery service for stock items as well as varied classes of mail.

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## PROGRAM HIGHLIGHTS

1. As part of Operations Complex master plan and construction of Fleet Management Facility, relocation of culvert pipe, limerock, guardrail storage, and other areas will be required.

## ADVISORY BOARD

None

## SUMMARY OF KEY STATUTORY RESPONSIBILITIES

Leon County Board of County Commissioners Purchasing Policy, revised 1/16/96  
Minority Business Enterprise Policy, revised 1/16/96  
Florida Statute, Chapter 274 "Tangible Personal Property"  
Florida Statute, Chapter 287 "Public Procurement"

## SUMMARY OF KEY SERVICE FUNCTIONS

1. Issue supplies and materials.
2. Procure materials and supplies for warehouse.
3. Provide forklift services for other departments.
4. Provide delivery service for warehouse issuances.
5. Deliver inter-departmental, special, and U.S. mail to County facilities.
6. Process requisitions for Fleet Management and Operations Divisions.
7. Annually inventory warehouse stock.
8. Prepare and verify monthly billing for warehouse issuances.
9. Marketing research for needed commodities.

## PERFORMANCE MEASUREMENTS

	FY 00/01	FY 01/02	FY 02/03	FY 03/04
	Actual	Actual	Estimate	Target
1) To meet or exceed a customer satisfaction level of satisfactory or higher by 80% of respondents to survey	93%	N/A	98%	93%
2) Cost per issuance	\$9.15	\$8.57	\$11.59	\$11.40
3) Operational costs as a % of total dollar value of issuances	21.80%	18.36%	23.35%	23.00%
4) Number of issuances	15,073	16,382	14,500	16,500

**PURCHASING - WAREHOUSE**

ACCOUNT NUMBER: 001-141-513

**FY 2003/2004 THROUGH FY 2007/2008 FINANCIAL & STAFFING SUMMARY**

	FY 01/02 Actual	FY 02/03 Adopted	FY 03/04 Budget	FY 04/05 Planned	FY 05/06 Planned	FY 06/07 Planned	FY 07/08 Planned
<b>OPERATING</b>							
Personnel	\$129,544	\$132,690	\$137,428	\$145,584	\$151,321	\$157,367	\$163,744
Operating	10,869	8,474	8,474	8,474	8,474	8,474	8,474
Capital Outlay							
Grants & Aid							
<b>TOTAL</b>	<b>\$140,413</b>	<b>\$141,164</b>	<b>\$145,902</b>	<b>\$154,058</b>	<b>\$159,795</b>	<b>\$165,841</b>	<b>\$172,218</b>
<b>STAFFING</b>							
Full Time	4.00	4.00	4.00	4.00	4.00	4.00	4.00
O.P.S.							

**FY 2003/2004 PROGRAM CHANGES & NOTES:**

This program is recommended at an increased funding level. These recommendation are:

1. Routine salary and wage adjustments.

**FY 2004/2005 THROUGH FY 2007/2008 PLANNED INITIATIVES & NOTES:**

There are no program changes requested in the outyears with the exception of anticipated routine salary and wage adjustments.

## PURCHASING - WAREHOUSE

ACCOUNT NUMBER: 001-141-513

### PROGRAM EXPENDITURE DETAIL

Object		FY 01/02	FY 02/03	FY 03/04 Requested			FY 03/04 Budget		
<u>Code</u>	<u>Account Description</u>	<u>Actual</u>	<u>Adopted</u>	<u>NIT</u>	<u>Change</u>	<u>Total</u>	<u>NIT</u>	<u>Change</u>	<u>ARB</u>
51200	Salaries & Wages	\$99,920	\$100,512	\$98,094		\$98,094	\$98,094		\$98,094
51400	Overtime	510	600	600		600	600		600
52100	FICA Taxes	7,542	7,690	8,193		8,193	8,193		8,193
52200	Retirement	6,501	5,789	8,996		8,996	8,996		8,996
52300	L & H Insurance	10,376	13,553	17,781		17,781	17,781		17,781
52400	Workers' Comp.	4,695	4,546	3,764		3,764	3,764		3,764
TOTAL PERSONAL SERVICES		\$129,544	\$132,690	\$137,428		\$137,428	\$137,428		\$137,428
53400	Other Contract Svcs.	1,162	1,171	1,171		1,171	1,171		1,171
54100	Communication	451	435	685		685	685		685
54500	Insurance	604	604	604		604	604		604
54600	Repair & Maint.	795	1,250	1,250		1,250	1,250		1,250
54601	Vehicle Repair & Mtc.	5,181	2,258	2,258		2,258	2,258		2,258
55100	Office Supplies	158	200	200		200	200		200
55200	Operating Supplies	749	750	750		750	750		750
55210	Fuel & Oil	1,769	1,806	1,556		1,556	1,556		1,556
TOTAL OPERATING EXPENSES		\$10,869	\$8,474	\$8,474		\$8,474	\$8,474		\$8,474
PROGRAM TOTAL		\$140,413	\$141,164	\$145,902		\$145,902	\$145,902		\$145,902

### PROGRAM STAFFING DETAIL

Materials Mngt Specialist	3.00	3.00	3.00	3.00	3.00	3.00
Warehouse Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Total	4.00	4.00	4.00	4.00	4.00	4.00